



## **North Carolina Department of Health and Human Services Division of Aging and Adult Services**

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Michael F. Easley, Governor  
Dempsey Benton, Secretary

Dennis W. Streets, Director  
919-733-3983

April 10, 2008

**Dear County Director of Social Services**

**ATTENTION: Adult Services Program Managers and Adult Services Supervisors**

**SUBJECT: Regional Training Sessions on the "Requirements for the Provision of Services by County Departments of Social Services" Policies and Procedures**

In conjunction with the completion of the "Requirements for the Provision of Services by County Departments of Social Services" policies and procedures manual, the Division is offering regional training sessions for adult services staff in county DSSs. These policies and procedures replace Adult and Family Services Manual, Volume 6, Chapter 2. This policy manual provides the basis for application, eligibility determination, and provision of services for most of our adult services programs. In addition, these policies provide the basis for our Social Services Block Grant (SSBG) Program Compliance Monitoring. Other NC DHHS division partners who utilize these policies will also be providing this training to their respective program staff in county DSSs.

Each session will be facilitated by our Adult Programs Representatives (APRs). We now have online registration available for all the "Requirements for Provision of Social Services" training sessions scheduled in May. The online registration allows us to provide you with automatic registration confirmation and site directions.

**PLEASE NOTE THE FOLLOWING WHEN YOU COMPLETE YOUR REGISTRATION:**

Because there are two sessions for each date we have two curriculum titles:

Requirements for the Provision of Social Services - Morning Session  
Requirements for the Provision of Social Services - Afternoon Session

Select the title based on the time (AM or PM) you wish to attend. All dates and locations for that time will come up and you will select your site.

Please note that there will be two sessions per day at each of the sites. The morning sessions will begin at 9:00 am and conclude at 12:00 pm. The afternoon sessions will begin at 1:30 pm and conclude at 4:30 pm. There are no pre-requisites for this training, and there is no fee for this training. Please register for the training on-line at <http://www.ncswlearn.org> at least two weeks in advance of the training you wish to attend. If you have questions about registration, please contact Monica Nealous at 919-733-3818 or e-mail, [Monica.Nealous@ncmail.net](mailto:Monica.Nealous@ncmail.net)

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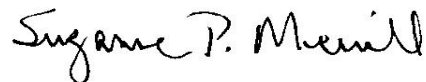
The manual will be available soon online at <http://info.dhhs.state.nc.us/olm/manuals/default.aspx>  
Staff should bring a copy of the manual to the training.

The training dates and locations are listed below.

May 1	<b>Williamston, NC</b> - Martin Community College, 1161 Kehukee Park Road, Building 2 Auditorium
May 6	<b>Wentworth, NC</b> - Rockingham Community College, NC-65, Advanced Technologies Building, Room 105
May 8	<b>Lexington, NC</b> - Davidson County DSS, 913 Greensboro Street, Conference Room A  <b>Waynesville, NC</b> - Annex II, Conference Room, 1233 N. Main Street
May 9	<b>Raleigh, NC</b> - Wake Commons, 4011 Carya Drive, Room 100B
May 12	<b>Morganton, NC</b> - NC Agriculture Building, 130 Ammons Drive, Conference Room B  <b>Fayetteville, NC</b> - Cumberland County DSS, 1225 Ramsey St, Meeting Room A
May 29	<b>Jacksonville, NC</b> - Onslow County DSS Training Center, 1245 Hargett Street, New River Shopping Center (between Peebles and the Post Office)  <b>Albemarle, NC</b> – Stanly County Department of Social Services, 1000 North First Street, Suite 2, Auditorium

If you have questions about who should attend the training or need directions to the sites, please contact your APR.

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SPM:jms

AFS-05-2008